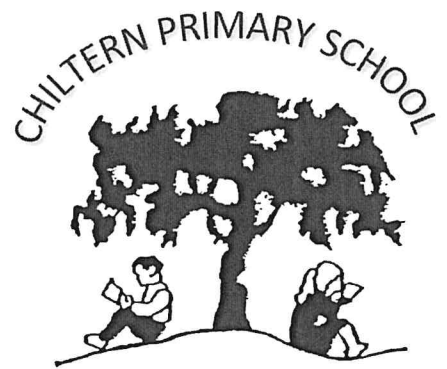


Head Teacher
Mrs P Howell B Ed Hons
Chiltern Way
Northampton
NN5 6BW
Telephone 01604 753830
Email bursar@chiltern.northants-ecl.gov.uk



Together, over time, we are proud to learn to make a difference to ourselves and others

November 2021

Dear Parents/Guardians

At Chiltern we attach great importance to children attending school for at least 96% of the school year. Every day of absence equates to almost 0.5% non-attendance.

- Attendance is closely monitored by school staff every day and weekly by a DSL and Attendance Officer
- If a child is absent their parents should phone at the start of the day to say why.
- If no message is received, parents will be called to find out why the child is absent.
- If a child's attendance is below 90% then parents will receive a letter from the school.
- The attendance will be monitored and if there is no improvement they will be invited in to a meeting with the Senior Leadership Team and a contract completed.
- If there continues to be no improvement or parents fail to meet with the school then they are then reported to the local authority, who will issue a fine.
- Children are expected to arrive at school punctually. The start of the day sets the tone for the day with vital input being given to the children about the timetable, discussion on the theme for the day and time to have a chat with their social groups. Children miss a lot and usually feel very uncomfortable if they are late in to class. Start time are as follows:
Reception, Year 1 and 2: 8.45am
Years 3, 4, 5 and 6: 8.40am

- Punctuality is also closely monitored and school staff will speak to parents to ask for explanations if they are continually late.
- This, again, is monitored and a parental contract will be made to try to improve.
- If there is no improvement then the parents will be reported to the local authority who will issue a fine.

We appreciate your cooperation in this matter.

Thank you

Mrs Penny Howell

Head Teacher